



Department of Community and  
Economic Development  
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## DEADLINES

- Deadlines are: February 1<sup>st</sup>, June 1<sup>st</sup>, and October 1<sup>st</sup>
- All application materials must be submitted to the Green Bay Public Art Commission by 5:00 pm on the day of the deadline.

# ANNUAL GRANT PROGRAM



## Green Bay Public Arts Commission Annual Grant Program

The Green Bay Public Arts Commission's (GBPAC) mission is to promote the arts, culture, and creative identity of Green Bay through awareness efforts, provisions and exhibitions. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC Annual Grant Program distributes funds to artists/artist teams and scholars to offer their creative talents to the City of Green Bay. The GBPAC is a five member commission appointed by the Mayor to advise the City about matters of arts and

## WHAT IS THE ANNUAL GRANT PROGRAM?

The Green Bay Public Arts Commission invites artists and scholars to offer their creative talents to the City of Green Bay. Grants can fund up to 50% of any type of public art pursuit. Grants are for a maximum of \$1,500. Grant applications are due by 5:00pm on the day of the deadline. Applicants may submit only one grant application per six month period.

The Annual Grant Program's purpose is to help fund public art works, art performances, and events that promote and/or employ public art. Projects can be temporary or permanent.

**The Annual Grant Program can help fund:** artist's fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable supplies, required insurance, city-related expenses such as street closures, and police/fire protection.

**The Annual Grant program does not fund:** prizes or awards, scholarships, tuition, permanent equipment, travel outside Green Bay, refreshments, and/or debts incurred for past activities.

**All application materials must be received by 5:00 pm on the day of the deadline. If the deadline falls on a weekend, your application must be received by noon the following Monday.**

**Contact:** Laura Schley, Public Arts Coordinator  
[laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov)

## FUNDING CRITERIA

Top scoring proposals will address each of the categories below.

### 10 Points THEME & MOTIF –

**The applicant has effectively presented a central idea throughout the whole of the piece/project.**

- Fundamental ideas are explored throughout the project.

### 10 Points BUDGET –

**The applicant's budget aligns with the PAC budget and has realistically assessed their costs.**

- Budget is complete and accurate, cost effective, and is linked to the projects activities and outcomes.

### 10 Points EXPERIENCE –

**The applicant demonstrates experience in the medium and provides proof of past work.**

- Multiple examples of past work have been provided, with emphasis on relevant public work.

### 10 Points ORIGINALITY –

**The applicant's vision is clear and the project brings this fresh idea to life.**

- Project has a strong and innovative idea that is well defined and fully explained.

### 15 Points PUBLIC ART VALUE –

**The project is relevant to the community and provides value to the City.**

- Project has a relevant connection to the community.
- Impactful to the residents.
- Can be easily understood.

### 25 Points OVERALL AESTHETIC/APPEAL –

**The project presents a high level of craftsmanship/attention to detail. Compelling for spectators to view/participate without being objectionable.**

- Quality design/plan for project.
- Project is appealing and provides opportunity for conversation and discussion.

### 10 Points ACCESS/LOCATION –

**Potential for the project to reach targeted audiences**

- Project includes a significant, clearly defined element that is free to the public.

## RESTRICTIONS

Individuals and/or organizations may receive funding for only one grant per funding year. The same project will not be funded twice in the same calendar year.

The Annual Grants Program may be awarded for up to \$1,500, but not more than 50% of the total estimated project costs. The grant funds requested must be matched with cash or a combination of cash and in-kind contributions. In-kind is defined as non-cash donations of goods and services, such as labor, facilities, or equipment to carry out a project. (In-kind services may include offerings of space, materials, loaned equipment and or/donated professional services, and written verification of all in-kind contributions is required of grantees in the final report.)

Upon award approval a contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract will not be reimbursed. On the budget form, check boxes only for expenses that will occur during the grant period.

All information submitted to the GBPAC and its staff, including public art proposals, grant applications and supporting material, emails, and information collected from web-based forms, may be made available to requesting parties under the City of Green Bay and State of Wisconsin public records laws.

# AWARD PROCEDURES

**Grant Application Deadline:** Three deadlines are in place for applicant submission. Application materials must be received by 5:00 pm by the deadline. If the deadline falls on a weekend, your application must be received by noon the following Monday.

- **February 1<sup>st</sup>, June 1<sup>st</sup>, and October 1<sup>st</sup>**

**GBPAC Review:** Commission members will consider applications at their publicly noticed meetings subsequent to application deadline. Applicants will be invited to attend and present at this meeting, and observe proceedings.

- **February 14<sup>th</sup>, June 13<sup>th</sup> and October 10<sup>th</sup> (dates subject to change)**

**Approval:** The GBPAC will present and approve award recommendations at the following meeting.

- **February 28<sup>th</sup>, June 27<sup>th</sup>, and October 24<sup>th</sup>**

**Notification:** Applicants will be notified of award decisions in writing after commission approval.

**Contract:** Along with insurance and affirmative action paperwork, a contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract and receiving commission approval will not be reimbursed.

**Funding Credit:** All publicity, press releases and promotional materials must acknowledge that the project is funded by the Green Bay Public Arts Commission.

**Photo Documentation:** Grantee is required to submit five labeled images of the project within 30 days of project completion. The City may use these images for promotional or other purposes.

**Project Promotional Materials:** Grantee will submit two copies of all project promotional materials.

**Project Evaluation:** Grantees will be required to submit a final report to the Public Arts Coordinator within 30 days of project completion.

**Payment:** Payment will be issued after contract and W9 are received.

# APPLICATIONS

## Application Submission List

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All applicants are encouraged to contact the Public Arts Coordinator ([laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov)) prior to submittal to discuss their application. A complete application will include the following:

- A** The annual grant program **Application** in PDF format  
*A\_application\_JDoe.pdf*
- B** **Previous Work Examples and image list** to label content (work examples may include: photos, videos, music clips, and letters of recommendation  
*B\_worksample1\_JDoe.jpg; B\_worksample2\_JDoe.pdf, etc. B\_imagelist\_JDoe.pdf*

Digital files (videos and music) must be no longer than 5 minutes. If applicant wishes to direct reviewer to a project sample online, a working url must be provided.

Digital images (maximum of 4); jpeg format. Name files and number images.

# APPLICATION SUBMISSION

## How to Submit

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All application materials listed above must be received via email by 5:00 pm on the day of the deadline. Applicants with technical limitations, please contact the Public Arts Coordinator [laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov).

Submit your application materials as an attachment in an email.

To do so, use the following steps:

1. Open a new email message window in your preferred email program.
2. Click on the menu item with a paperclip icon that says "Attach a file" or something similar (e.g., "Attach Files")
3. Select your files/folders you wish to attach and click "Open" or "Choose File" or another similar button to attach the file to your email.
4. Continue composing your email and send( Send the email to [laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov) with a subject line of: *AGP Application – John Doe* )

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AT TIME OF DEADLINE. APPLICANTS ARE WELCOME TO APPLY AGAIN DURING THE FOLLOWING DEADLINE.**

## REQUIREMENTS (If you are awarded grant funds):

**Proof of Insurance:** The City of Green Bay requires our grant recipients to provide **proof of insurance** (minimum - \$1M General Liability policy listing the City of Green Bay as an additional insured) at the time a contract is issued. If you have questions or concerns about the level of insurance your project will require you may wish to contact the Public Arts Coordinator to seek clarification or request a copy of insurance requirements as listed in a current Green Bay Annual Grant Agreement. The Certificate of Insurance form that you will be asked to supply if you are issued a grant contract, will be included with your acceptance letter.

**W9 Forms:** W9 forms for individual artists are required for payment. Request for Taxpayer Identification Number and Certification (Form W-9) can be found can be found on the IRS website at <https://www.irs.gov/forms-pubs/about-form-w9>

**Grant Proposal Revision Report:** Due to the commission's possible revision of the proposed project. In the event that changes have been suggested for your project and you are willing to make said changes. The Public Arts Coordinator will need the applicant to file a Grant Proposal Revision Report.